



RGS ASSOCIATES, INC.

**GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!* ®, a menu-driven database system. The INTERNET address GSA *Advantage!* ® is: GSAAAdvantage.gov.

**HUMAN RESOURCES & EEO SERVICES
FSC/ PSC CODE R799**

CONTRACT NUMBER: GS-22F-8084H

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://fss.gsa.gov>.

Period Covered by Contract:
January 8, 2013 through January 7, 2018



**RGS Associates, Inc.
1800 South Bell Street, Suite 1000
Arlington, VA 22202
703-769-5850 phone * 703-769-5870 fax
DUNS: 18-054-7119
Contract Administration: Dyson Richards
Dyson.richards@rgsinc.com**

General Services Administration

Supplement # **PO-0051**, dated **March 17, 2015**.

Business Size: Large



CUSTOMER INFORMATION

1. Authorized Special Item Numbers (SIN's)
Special Item No. 595-21 Human Resources Services
Special Item No. 595-25 EEO Services
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. (See attached Pricelist)
- 1c. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services is attached.
2. Maximum order: **\$1,000,000**
3. Minimum order: **\$100.00**
4. Geographic coverage: Domestic delivery only (50 states and Puerto Rico)
5. Point(s) of production (city, county, and state or foreign country): **Same as contractor**
6. Discount from list prices or statement of net price: **Prices shown herein are Net (discounts deducted).**
7. Quantity Discounts: A quantity discount of an additional 10% is available for all orders over \$200,000.
8. Prompt Payment Terms: 10 days: 1% discount, Net 30 days
- 9a. Notification that Government purchase cards are accepted below the micro-purchase threshold. [X] **YES**
- 9b. Notification whether Government purchase cards are accepted above the micro-purchase threshold. [X] **YES**
10. Foreign items (list items by country of origin). **None**
- 11a. Time of delivery. **Negotiated by individual Task Orders**
- 11b. Expedited Delivery. **To be negotiated, if required by individual Task Order.**
- 11c. Overnight and 2-day delivery. **To be negotiated, if required by individual Task Order.**



- 11d. Urgent Requirements. **To be negotiated, if required by individual Task Order.**
- 12. F.O.B. POINTS: Destination
- 13. Ordering address(es):
RGS Associates, Inc.
1800 South Bell Street, Suite 1000
Arlington, VA 22202
- 14. Payment address(es):
RGS Associates, Inc.
1800 South Bell Street, Suite 1000
Arlington, VA 22202
- 15. Warranty provision: The contractor warrants and implies that items delivered hereunder are merchantable and fit for the particular purpose of this contract.
- 16. Export packing charges, if applicable. **N/A**
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **None**
- 18. Terms and conditions of rental, maintenance, and repair (if applicable). **None**
- 19. Terms and conditions of installation (if applicable). **N/A**
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/A**
- 20a. Terms and conditions for any other services (if applicable) **N/A**
- 21. List of service and distribution points (if applicable). **N/A**
- 22. List of participating dealers (if applicable). **N/A**
- 23. Preventive maintenance (if applicable). **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) **N/A**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and



show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov. **N/A**

- 25. Data Universal Number System (DUNS) number. **18-054-7119**
- 26. Notification regarding registration in System for Award Management Registration (SAM) database. **YES**



Schedule 738X

HR/EEO FEDERAL SUPPLY SCHEDULE

RGS was founded 30 years ago and provides the Departments of Defense, Justice, and Homeland Security and other civilian agencies with intelligent solutions to meet some of the government's greatest challenges. RGS applies deep expertise in all project phases from strategic planning through execution and delivers tangible business results in Program Management, Acquisition, Logistics, Human Capital, and Information Technology. Known for integrity and superior service delivery, RGS is employee-owned with a culture that instills fresh thinking, responsiveness, and dedication to our clients' mission. We have a focus and expertise in Human Capital, training and EEO services and look forward to helping our federal customers devise and implement solutions to their people issues. Find out more by visiting the company's website at www.rgsinc.com. Please call RGS at (703) 769-5850 to learn how we can service your agency with any of the following services:

SIN 595-21 HR SERVICES

SUMMARY STATEMENT: HUMAN RESOURCE SERVICES (Excluding EEO Services) - Human Resource Services include (but not limited to) providing support in the functions of planning, policy, review/integration services, recruitment, staffing, position classification, employee relations, labor relations, alternative dispute resolution, outplacement, function, training, employee benefits, retirement, and worker's compensation.

PLANNING SERVICES. Our workforce planning and human capital assessment methodologies are practical and results-oriented. Experts have managerial, human capital, performance measurement, management analysis, organizational effectiveness and federal human resources backgrounds. They can help your agency achieve successful workforce planning outcomes.

REVIEW AND INTEGRATION SERVICES (Function Reviews). RGS's former OPM program evaluation managers have successfully planned and conducted nationwide reviews of agency HR programs. They understand the legal underpinnings of the federal government's personnel procedures and HR guidelines. RGS' strong consulting background and expertise has generated in significant savings to the government, as described in our case studies.

RECRUITMENT AND STAFFING SERVICES. RGS employs former OPM and federal agency staffing experts who have headquarters and field office experience. They are well versed in recruitment, qualification analysis, developing KSA's, preparing crediting plans and rating schedules, rating and ranking applicants, developing vacancy announcements, helping agencies operate delegated examining units, and executive resources support.

POSITION CLASSIFICATION SERVICES. RGS has experienced classifiers in 27 states and is one of the top providers of classification services to federal agencies. Classifiers have agency and OPM experience that includes classification development and appeals as well as evaluating agency programs, and working with Federal Labor Standards Act (FLSA) issues.



EMPLOYEE/LABOR RELATIONS SERVICES. Our employee and labor relations experts have worked as professionals in various federal agencies. They care about the future of the profession and know the vigorous demands placed on agency program managers.

They also understand relationships between unions and management and the how to achieve win-win outcomes. They can develop and deliver related training courses, from introduction to labor relations to interest-based bargaining to employee performance and misconduct.

OUTPLACEMENT SERVICES. RGS associates know federal staffing and excel in providing strong and concrete outplacement help to displaced employees. They are adept at setting up transition centers, conducting on-site training, and helping employees develop resumes and prepare for job interviews. We work with state employment agencies to secure unemployment funding. Knowing federal staffing, reduction-in-force (RIF), and priority placement programs is key because many affected employees will be seeking federal jobs in order to maintain career and retirement benefits.

TRAINING SERVICES. RGS develops and delivers high quality training courses for Federal Managers, supervisors, and employees. RGS instructors are former Federal managers, supervisors, and human resources management specialists who possess an exceptional level of knowledge regarding the applicable laws, policies, practices, and procedures that govern Federal agency operations. They can develop custom training for your needs, provide full-spectrum training, covering diverse topics such as introduction to staffing, position classification, pay issues, labor management negotiations, performance measurement, conflict management, retirement planning, sexual harassment prevention, and leadership development . We also assist agencies and their staff to design and deliver effective training. We offer on-site and open -enrollment seminars.

SIN 595-25 EEO SERVICES

RGS associates who perform EEO services, such as EEO counseling, environmental assessments, and training, also have strong backgrounds in various federal human management resources areas, such as staffing, classification and employee relations. Their added depth enables them to excel in providing professional EEO training and consulting services, including alternative dispute resolution.



SCHEDULE 738X PRICE LIST

RGS Associates, Inc.
Federal Agency Pricing for Human Resources Services
GS-22F-8084H

SIN(s)	Service Proposed (e.g. Labor Category or Job Title/Task)	YEAR 1 Jan 8, 2013 to Jan 7 2014	YEAR 2 Jan 8, 2014 to Jan 7, 2015	YEAR 3 Jan 8, 2015 to Jan 7, 2016	YEAR 4 Jan 8, 2016 to Jan 7, 2017	YEAR 5 Jan 8, 2017 to Jan 7, 2018
595-21	Human Resources Project Leader	\$224.58	\$230.19	\$235.95	\$241.85	\$247.89
595-21	Human Resources Assistant Project	\$191.68	\$196.47	\$201.38	\$206.41	\$211.57
595-21	Sr. HR Planning / Policy/ Review	\$175.86	\$180.26	\$184.76	\$189.38	\$194.12
595-21	HR Planning/Policy/Review Specialist	\$135.46	\$138.85	\$142.32	\$145.88	\$149.53
595-21	Sr. Employee and Labor Relations	\$154.48	\$158.34	\$162.30	\$166.36	\$170.51
595-21	Employee and Labor Relations Specialist	\$118.83	\$121.80	\$124.84	\$127.97	\$131.16
595-21	Sr. Recruitment/Staffing	\$118.83	\$121.80	\$124.84	\$127.97	\$131.16
595-21	Recruitment/Staffing Specialist	\$102.19	\$104.75	\$107.37	\$110.05	\$112.80
595-21	Sr. Position Classification	\$118.83	\$121.80	\$124.84	\$127.97	\$131.16
595-21	Position Classification Specialist	\$102.19	\$104.75	\$107.37	\$110.05	\$112.80
595-21	Subject Matter Expert	\$316.08	\$323.98	\$332.08	\$340.38	\$348.89
595-21 595-25	Sr. HR/EEO Alternative Dispute Resolution (ADR) Specialist	\$224.58	\$230.19	\$235.95	\$241.85	\$247.89
595-21 595-25	HR/EEO Alternative Dispute Resolution (ADR) Specialist	\$135.46	\$138.85	\$142.32	\$145.88	\$149.53
595-21 595-25	Investigator (Misconduct and Fact finding)	\$95.06	\$97.43	\$99.87	\$102.37	\$104.93
595-21 595-25	Attorney-Investigator (Misconduct Investigator)	\$127.14	\$130.32	\$133.58	\$136.92	\$140.34



595-21	Sr. Human Resources Assistant	\$65.35	\$66.99	\$68.66	\$70.38	\$72.14
595-21	Human Resources Assistant	\$53.47	\$54.81	\$56.18	\$57.59	\$59.03
595-21	Administrative Support Specialist	\$40.98	\$42.00	\$43.05	\$44.13	\$45.23
595-21 595-25	AD R-Organization Issues (per day)	\$2,495.34	\$2,557.73	\$2,621.67	\$2,687.21	\$2,754.39
595-21 595-25	Final Agency Decision (per case)	\$1,326.09	\$1,359.25	\$1,393.23	\$1,428.06	\$1,463.76
595-21	Pre-Retirement Seminars (per day)	\$1,966.89	\$2,016.07	\$2,066.47	\$2,118.13	\$2,171.08
595-21	HR and LRM Training Courses (per day)	\$2,251.74	\$2,308.03	\$2,365.73	\$2,424.88	\$2,485.50
595-25	EEO Training Courses (per day)	\$2,251.74	\$2,308.03	\$2,365.73	\$2,424.88	\$2,485.50

Quantity Discounts: A Quantity discount of an additional 10% is available for all orders over \$200,000



Labor Category Definitions for RGS Associates, Inc.

<ul style="list-style-type: none">• HR Project Leader• Assistant HR Project Leader• Senior HR Planning Specialist/Policy/Review Specialist• HR Planning/Policy/Review Specialist• Senior Employee and Labor Relations Specialist• Employee and Labor Relations Specialist• Senior Recruitment/Staffing Specialist• Recruitment/Staffing Specialist• Senior Position Classification Specialist• Position Classification Specialist• Subject Matter Expert	<ul style="list-style-type: none">• Senior HR/EEO Alternate Dispute Resolution (ADR) Specialist• HR/EEO Alternative Dispute Resolution (ADR) Specialist• Investigator (Misconduct and Fact finding) Attorney-Investigator (Misconduct)• Senior HR Assistant• Human Resources Assistant• Administrative Support Specialist• ADR-Organization Issues (per day)• Final Agency Decision (per case)• Pre-Retirement Seminars (per day)• HR and LRM Training Courses (per day)• EEO Training Courses (per day)
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HUMAN RESOURCES PROJECT LEADER

Establishes goals, project and/or business plans for area(s) of responsibility and has broad latitude for making decisions on behalf of the company on issues related to managing resources and processes impacting large, complex, and challenging projects. Sets goals, timetables, milestones, and makes commitments on behalf of the company; serves as the primary company interface with the client for the purposes of project management, contract management, and/or operations management; continually evaluates project status, resources assigned, status, and the quality and timeliness of required deliverables under the contract; identifies issues and problems impeding project success and brings to the attention of company associates and/or the client for resolution; responds on behalf of the company to client concerns regarding the quality and timeliness of services being rendered; and makes changes and adjustments to address client concerns, business requirements, and other conditions. As needed, lends expertise, technical advice and assistance to other company associates or the client in meeting project needs.

Qualifications: At least 15 years of directly related work experience in one or more HR management, program, policy analysis/research, or consulting disciplines OR a BA/BS or advanced degree (e.g., MA/MS/MBA or PhD, etc.) and at least 10 years of work experience related to the consulting project or assignment. Proven prior experience in leading broad HR organizational, management, program, policy or operational, or research projects requiring skillful planning, oversight, coordination, client interface and detailed knowledge of the subject matter and technical issues associated with the project.

HUMAN RESOURCES ASSISTANT PROJECT LEADER

Establishes goals, project and/or business plans for area(s) of responsibility and has latitude for making decisions on behalf of the company on issues related to managing resources and processes impacting assigned project(s). Sets goals, timetables, milestones, and makes commitments on behalf of the company; serves as the primary company interface with the client for the purposes of project management, contract management, and/or operations management; continually evaluates project status, resources assigned, status, and the quality and timeliness of required deliverables under the contract; identifies issues and problems impeding project success and brings to the attention of company associates and/or the client for resolution; responds on behalf of the company to client concerns regarding the quality and timeliness of services being rendered; and makes changes and adjustments to address client concerns, business requirements, and other conditions. As needed, lends expertise, technical advice and assistance to other company associates or the client in meeting project needs.

Qualifications: At least 10 years of directly related work experience in one or more HR management, program, policy analysis/research or consulting disciplines OR a BA/BS degree and at least 6 years of work experience related to the HR consulting project/assignment. Proven prior experience in leading HR organizational, management, program, policy, operational or research projects requiring skillful planning, oversight, coordination, and client interface.



SENIOR HR PLANNING/POLICY/REVIEW SPECIALIST

An authority on a full range of human capital management issues, many of which are of a highly complex nature. Provides expert assistance to Federal agencies in areas such as human capital planning and analysis, human resources policy analysis and development, organizational effectiveness, workforce plans, skills assessments, competency identification and development, HR research and analyses of labor market trends and related complex federal human capital issues and opportunities. Other services may include developing new or modified HR programs, conducting compliance reviews, analyzing performance outcomes, negotiating performance benchmarks, human capital data analysis, and preparing and presenting oral and written reports.

Conducts detailed reviews or evaluations of human resources systems and/or programs, organizational structures, HR workflow processes, and/or process reengineering in complex environments. The Senior HR Planning/Policy/Review Specialist has extensive knowledge of, and experience in applying management tools and fundamental review concepts.

Performs complex functional analyses of HR administrative and/or programmatic areas to identify and describe specific characteristics for defining functions and establishing functional relationships. This may include aligning functions within an existing organizational structure to take advantage of subject matter expertise; recommending new organizational structures that incorporate existing and newly defined functions; and demonstrating how management can maintain organizational flexibility within a structure that requires a high level of expertise across diverse functional areas by utilizing approaches such as matrix management.

Develops and/or utilizes HR standards, regulations, metrics and other means to evaluate programs and systems or to assess organizational performance or adherence to Federal or agency HR requirements.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth Federal government experience performing the foregoing types of functions and programs. An additional four years of directly related or similar experience may be substituted for the Bachelor's degree.

HR PLANNING/POLICY/REVIEW SPECIALIST

Assists clients in a range of human capital management issues involving varying levels of complexity. The HR Planning/Policy/Review Specialist provides a variety of assistance to Federal agencies in areas such as human capital planning and analysis, human resources policy analysis and development, organizational effectiveness, workforce plans, skills assessments, competency identification and development, HR research and analysis of labor market, trends and related federal human capital issues and opportunities. Other services may include developing new or modified HR programs, conducting compliance reviews, analyzing performance outcomes, negotiating performance benchmarks, and preparing and presenting oral and written reports.

Assists clients in conducting reviews and evaluations of human resources systems and/or program organizational structures, HR workflow processes and/or process reengineering. Journey-level knowledge of and experience in apply management tools and fundamental



review concepts.

Performs moderately detailed functional analyses of HR administrative and programmatic areas to identify and describe specific characteristics for defining functions and establishing functional relationships. This may include aligning functions within an existing organizational structure to take advantage of subject matter expertise; recommending new organizational structures that incorporate existing and newly defined functions; and demonstrating how management can maintain organizational flexibility.

Develops and/or utilizes HR standards, regulations, metrics and other means to evaluate programs and systems or to assess organizational performance or adherence to federal or agency HR requirements.

Qualifications: A Bachelor's degree and three to five years of directly related progressively responsible and in-depth Federal government experience performing the foregoing types of functions and programs. An additional three years of directly related or similar experience may be substituted for the Bachelor's degree.

SENIOR EMPLOYEE AND LABOR RELATIONS SPECIALIST

An authority on a full range of Employee and/or Labor Relations cases and issues, many of which are of a highly complex nature.

The Senior Employee Relations Specialist provides expert assistance to Federal agencies in carrying out performance-based actions to demote, or remove employees for "unacceptable performance;" review decisions of the Merit Systems Review Board and arbitrators to ensure that the laws and regulations are properly applied, and provide guidance to Federal agencies and employees on how to address and resolve poor performance. In addition, provides expert assistance Federal agencies in carrying out their authority to discipline employees - i.e., suspend, demote, furlough, or remove employees or take other actions that address workplace disputes. May also be called upon to assist agencies in taking complex non-disciplinary actions such as medical inability to perform that impact employee performance, or reliability as well as the application of reasonable accommodation as it relates to the employment process, for applicants or current Federal employees.

The Senior Labor Relations Specialist is considered an expert and serves as a technical advisor on all aspects of labor relations and prepares and provides required correspondence, information, and documentation for case preparation. Also provides oral and written advice and technical guidance to management and subordinate organizational units, regarding all aspects of the Labor Relations Statute and other pertinent laws and regulations. Assists agency representatives appearing before third parties such as the FLRA, the Federal Services Impasses Panel and others. May also provide advice on recommended case positions, contract provisions and workplace issues, etc. and must utilize a comprehensive knowledge of labor relations theories, principles and practices. Requires a high degree of judgment and originality in resolving complex and potentially controversial problems, sometimes requiring modification and adaptation of management positions, practices and policy.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth Federal employee and/or labor relations or similar



foregoing experience. An additional four years of directly related Federal employee and/or labor relations or similar experience may be substituted for the Bachelor's degree.

EMPLOYEE AND LABOR RELATIONS SPECIALIST

Assists clients on a full range of Employee and/or Labor Relations cases and issues. Provides journey-level, knowledge, advice and assistance to agencies in one or more areas of alternative dispute resolution such as mediation, fact-finding, administrative inquiries, etc.

The Employee Relations Specialist assists clients in carrying out one or more employee relations activities. For example, provides journey-level technical support to agencies in exercising their authority to suspend, demote, furlough, or remove employees in adverse actions are based upon misconduct, unacceptable performance, or a combination of both.

The Labor Relations Specialist has the full range of Labor Relations knowledge and experience at a journey level and is fully capable of applying labor relations theories, principles and methods to include: advising negotiating committee members on contract provisions, the interpretation and applicability of case law and precedent decisions; developing agency wide labor relations policies and procedures to management and staff; midterm negotiations.

Qualifications: A Bachelor's degree and three to five years of related employee relations and/or labor relations or similar (e.g., alternative dispute resolution, mediation fact-finding/misconduct investigations, arbitration) experience for the Federal government performing the foregoing functions. An additional three years of related employee relations and/or labor relations or similar experience in the public or private sector may be substituted for the Bachelor's degree.

SENIOR RECRUITMENT/STAFFING SPECIALIST

An authority on a full range of Recruitment, Staffing and Internal Placement, Outplacement and Senior Executive Service personnel issues, many of which are of a highly complex nature. Provides expert assistance to Federal agencies in carrying out their authority to recruit - i.e., announce, develop crediting plans, rate and rank applications or take other actions that address the filling of positions from either internal or external sources. May also be called upon to assist agencies in conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials.

Applies advanced skills and knowledge of Federal HR to administer HR processes in recruitment, staffing and outplacement. For example, may be asked to perform some or all of the following tasks: job analysis, crediting plans or recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. In addition, prepares rating on applicants, makes recommendations on starting salaries, provides applicants with information as needed, may check references, extend formal job offers, work with outside agencies and vendors, etc.



Assists clients with outplacement services for employees displaced due to downsizing, reorganization, workforce restructuring, competitive sourcing, reduction in force and other related activities; provides expert assistance to clients in establishing career transition centers, conducting on-site training and helping employees develop resumes and prepare for job interviews; supports employees undergoing the separation process by providing comprehensive advice on their abilities, prospects, marketing their employment portfolio and considering alternative career directions, all designed to make their transition as smooth as possible.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth Federal staffing, recruitment, outplacement, or similar experience performing the foregoing types of functions. An additional four years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.

RECRUITMENT/STAFFING SPECIALIST

Provides assistance to clients in carrying out their authority to recruit and staff - i.e., develop vacancy announcements, develop crediting plans, rate and rank applications or take other actions that address the filling of positions from either internal or external sources. May also be called upon to assist agencies in conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials.

Applies journey level skills and knowledge of Federal HR to administer HR processes in recruitment, staffing, executive resources, or outplacement. For example, may be asked to perform some of the following tasks: job analysis, crediting plans or recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. Prepares rating on applicants, makes recommendations on starting salaries, provides applicants with information as needed, may check references, extend formal job offers, work with outside agencies and vendors, etc.

Assists clients with outplacement services for employees displaced due to downsizing, reorganization, workforce restructuring, competitive sourcing, reduction in force and other related activities; provides training, counseling and guidance in areas such as self-assessment; knowledge, skills, and abilities (KSA) assessment; job aptitude/interest inventories; group and individual counseling; career and job workshops; resume writing; job search methods; interview and negotiation techniques; stress management; personal financial management; and job training; and provides retirement assistance.

Qualifications: A Bachelor's degree and at least three to five years of directly related progressively responsible and in-depth Federal staffing, recruitment, outplacement, SES experience performing the foregoing types of functions. An additional four years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.



SENIOR POSITION CLASSIFICATION SPECIALIST

Provides expertise and advice on a full range of position classification/management and/or compensation issues, many of which are of a highly complex nature and provides expert assistance to Federal agencies in carrying out their authority to classify and manage positions.

Maybe responsible for performing a variety of more difficult and complex assignments in various phases of position classification and/or compensation administration. May conduct special occupational or job analysis studies. Responsibilities of the Senior PC Specialist include analysis recommendations for classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with the more complex and dynamic organizations in terms of reorganizations, realignments or the need to classify positions where there is little classification and pay precedent. Duties require the exercise of considerable judgment in the application of classification theory, principles and methods and the ability to deal tactfully with officials in departments and agencies.

Receives and reviews a variety of the more complex and difficult classification requests; discusses duties and responsibilities of positions under review by field audit; advises departmental officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action.

Performs a variety of special assignments of a comprehensive nature relating to classification or pay; also performs detailed studies and analyses that are complex in nature with responsibility for providing recommendations for final action and verbal presentation of findings to departmental officials.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth Federal position classification/management and/or compensation experience performing the foregoing mentioned types of functions. An additional four years of directly related Federal position classification or similar experience may be substituted for the Bachelor's degree.

POSITION CLASSIFICATION SPECIALIST

Assists clients in carrying out their position classification/management and/or compensation responsibilities. Provides technical support to agencies in exercising their authority to conduct occupational or job analysis studies, and may be assigned to provide classification service for groups of organizations within the agency. Responsibilities include analysis and the rendering of advisory opinions on classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with reorganizations, realignments or the need to classify positions where there is little classification and pay precedent. Duties require the exercise of judgment in the application of classification theory, principles and methods and the ability to deal tactfully with officials in departments and agencies.

Receives and reviews a variety of classification requests; discusses duties and responsibilities of positions under review by field audit; advises officials of alignment effects of given classification requests on other positions, overlapping functions or



organizational relationship problems; prepares audit reports with recommendations for appropriate action.

Performs a variety of assignments of a comprehensive nature relating to classification or pay; also performs studies and analyses with responsibility for providing recommendations for final action and verbal presentation of findings to officials.

Qualifications: A Bachelor's degree and three to five years of position classification/management and/or compensation experience for the Federal government performing the foregoing types of functions. An additional three years of related position classification or similar experience in the public or private sector may be substituted for the Bachelor's degree.

SUBJECT MATTER EXPERT

Provides highly independent, authoritative and sophisticated organizational process/systems improvement, policy, program, training/organizational development and/or other Human Resources consulting services to organizations, or agency clients. The assignment may involve developing or customizing policies, procedures, briefings or training courses to meet organizational needs. Requires highly specialized and deep knowledge of the subject matter problems and issues to be addressed; requires the independent development of comprehensive and complex project plans and intricate data and/or information analysis or research strategies; may require exacting and creative solutions for novel and/or highly demanding requirements. As needed, persuades client to change the focus or approach to the project/assignment based on discovery of erroneous assumptions, change in underlying conditions or rapidly evolving events. Utilizes advanced interpretative and analytical techniques in assessing conditions and presenting findings. Independently prepares and makes presentations at meetings/conferences or high level briefings of project findings and recommendations - answering questions and addressing key issues on behalf of the project team.

Qualifications: Advanced technical training and more than 20 years of directly related work experience in the discipline(s) related to the consulting project or assignment. An advanced degree (e.g., MA/MS, PhD, etc.) and at least 10-12 years of directly related work experience requiring a mastery of the subject matter related to the consulting project or assignment is also qualifying.

HR/EEO SENIOR ALTERNATIVE DISPUTE RESOLUTION (ADR) SPECIALIST

Provides expert alternative methods to traditional, formal dispute resolution including mediation, fact-finding, interest-based negotiation, peer review, counseling and/or arbitration. All are designed to resolve employee-employer disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution. Has expert experience in understanding and resolving employee disputes. May be called upon to provide expert assistance to the agency and employee in establishing a neutral method of dispute resolution and administrative review. May act as an ombudsperson, mediator, counselor, fact-finder and/or other facilitative resource at informal resolution sessions. Reviews cases, applications, files, records, etc., to determine action to be taken.

Provides expert and thorough knowledge of appropriate laws, rules, regulations, policies



and procedures in advising employees and agency officials. Researches the claimant's case to ensure that all aspects of the case are addressed at the informal resolution meeting and that claimants have enough knowledge and information to obtain a fair settlement. Uses expertise in reviewing related administrative and appropriate case documents. May be responsible for performing related administrative tasks including the preparation of appropriate case documents, filing, and computer input or reporting.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth ADR experience performing the foregoing types of functions. An additional four years of directly related Federal ADR or similar experience may be substituted for the Bachelor's degree.

HR/EEO ALTERNATIVE DISPUTE RESOLUTION (ADR) SPECIALIST

Specializes in understanding and resolving employee issues. Provides assistance to clients in carrying out their authority in the EEO process to avoid formal hearings and litigation for the protection of the interests of both the employee and the agency via a neutral method. Provides thorough knowledge of appropriate laws, rules, regulations, policies and procedures in advising employees and agency officials. May act as an ombudsperson, mediator, counselor, fact-finder and/or other facilitative resource at informal resolution sessions. The ADR Specialist provides EEO complainants with information they are entitled to concerning their rights and options. Researches the claimant's case to ensure that all aspects of the case are addressed at the informal resolution meeting. Facilitates resolution between the disputing parties at an informal resolution session, remaining impartial to both parties. Assists disputants in resolving their issues. May be responsible for developing an agreement or settlement document for the parties.

Qualifications: A Bachelor's degree and at least three to five years of directly related progressively responsible and in-depth ADR experience performing the foregoing types of functions. An additional four years of directly related Federal ADR or similar experience may be substituted for the Bachelor's degree.

INVESTIGATOR (MISCONDUCT AND FACT FINDING)

Experienced at conducting investigations into allegations of employee misconduct, some of which are of a complex nature. Pre-employment and misconduct issues may require detailed inquiry and may concern violations of policy, rules, regulations, or law that could result in discipline, disqualification or removal from Federal employment. Experienced in the full range of inquiries in all three major phases of misconduct investigations: preparing for the investigation; securing written statements, obtaining documentary evidence and developing statistical information when required; and preparing the Report of Investigation.

For misconduct investigations, takes written statements or affidavits from parties having knowledge pertinent to the alleged employee misconduct, assembles the investigative files, and prepares the applicable report of investigation (ROI). The investigation includes a thorough review of the circumstances under which the alleged misconduct occurred. Findings are then prepared and presented in a clear, logical, impartial, and properly documented manner to enable the agency to determine and support the appropriate course of action. Applicable laws, rules, regulations, policies and employment practices



are referenced to provide a basis and context for investigative findings.

Qualifications: A Bachelor's degree and three to five years of fact-finding/investigative or similar (e.g., recruitment/staffing, employee relations, labor relations, alternative dispute resolution, mediation, or arbitration) experience in the Federal government performing the foregoing types of functions. Knowledgeable of investigative methodologies used to conduct fact finding, collect information and summarize feedback. This includes interviewing, corroborating and conducting other types of fact - finding inquiries. Knowledgeable of Federal employment, employee relations, standards of conduct, merit principles, prohibited personnel practices and other Title 5 employment related matters. An additional three years of related experience in the public or private sector may be substituted for the Bachelor's degree.

ATTORNEY-INVESTIGATOR (MISCONDUCT)

Experienced at conducting comprehensive investigations into complex allegations of employee misconduct, including at preparation of analyses of the issues and applicable case law. Alleged misconduct may concern violations of policy, rules, regulations, or law that could result in discipline, disqualification, removal or disbarment from Federal employment, contracts, entitlements or benefits. Experienced in all three major phases of misconduct investigations: preparing for the investigation; securing written statements or affidavits, obtaining documentary evidence and developing statistical information when required; and preparing the Report of Investigation.

Takes written statements or affidavits from parties having knowledge pertinent to the alleged employee misconduct, assembles the investigative files, and prepares the applicable report of investigation (ROI). Obtains other information and documentation relative to the allegations. Findings are then prepared and presented in a clear, logical, impartial, and properly documented manner in a Report of Investigation to enable the agency to determine and support the appropriate course of action in an employee misconduct case. The investigation includes a thorough review of the circumstances under which the alleged misconduct occurred. Applicable laws, rules, regulations, policies and practices are referenced to provide a basis and context for investigative efforts.

Qualifications: A law degree and three to four years of fact-finding/investigative or similar (e.g., practice of law, employee relations, labor relations, alternative dispute resolution, mediation, or arbitration) experience in the Federal government performing the foregoing type of functions. Knowledgeable of the law and investigative methodologies used to conduct fact finding and other inquiries, including surveillance techniques. This includes interviewing, probing, corroborating and summarizing information. Highly knowledgeable of Federal employee relations and regulatory requirements covering disciplinary and adverse actions, ethics, standards of conduct, merit principles, prohibited personnel practices and other Title 5 employment related matters.

SENIOR HUMAN RESOURCES ASSISTANT

Provides support to HR teams performing review, integration, planning, policy or other HR projects. Assistant operates on an independent basis to insure operations are fully supported and documented. Transcribes notes and other documentation into formal work papers. Puts all formal documents and supporting data in final format.



Work may also include providing support on full range of agency benefits programs to include health benefits, life insurance, long term care, thrift savings plans, retirement, leave and issues such as the Voluntary Leave Transfer Program and the Family Friendly Leave Act. Acts independently to carry out functions in order to provide services to employee customers. Counsels employees on retirement and reviews Official Personnel Folders and other records to validate information on file pertinent to employee benefits entitlements. Performs calculations using authorized software to determine retirement eligibility and to estimate retirement annuities and other benefits. May input data into electronic files and data bases and extract information for reporting purposes.

Qualifications: Associates Degree/ HS Diploma and minimum 5 years relevant experience in the foregoing areas. If the work is in the area of Retirement, must be qualified to utilize an automated retirement calculator for retirement counseling.

HUMAN RESOURCES ASSISTANT

Provides technical assistance and/or support to HR professionals or other administrative professionals in one or more functional areas of human resources (e.g., HR planning, recruitment/staffing, position classification, employee relations, outplacement, HR reviews, etc.). For example: In the recruitment and staffing area may provide intake support such as logging requests for recruitment action searching files for existing relevant materials, developing announcements, rating and ranking applications, preparing certificates etc. for routine occupations and positions. Also, may assist in conducting and/or performing duties in the review of OPFs, development and review of eOPFs and in processing personnel actions. In the classification area may perform classification support or technician support work for routine positions such as technical and clerical positions, completes OF-8s and other documentary evidence, maintains classification files and assists consultants in the performance of their duties. In the employee relations area may perform technical support work through the establishment, maintenance and retrieval of employee relations case files and materials, update case tracking logs, and/or perform routine internet or other research to support employee relations specialists.

Qualifications: At least two years of experience in an operating office environment that provided the opportunity to assist HR or management professionals in one or more disciplines in the performance of their duties. Working knowledge of office support hardware and software and document preparation. A high school diploma or GED.

ADMINISTRATIVE SUPPORT SPECIALIST

Performs a variety of administrative functions to support the operations of an organizational unit. Functions may include establishing and maintaining filing systems, data input processes, logs and tracking mechanisms and/or assisting management in the preparation, recordation and reconciliation of administrative documents. May be called upon to interface with administrative providers in the organization such as facilities and space management, human resources, security and financial management offices; scheduling and maintenance of key official's calendars; and, similar duties that require seasoned judgment, tact and discretion and an understanding of the business environment.



Qualifications: At least two years of experience in an office environment which provided the opportunity to become involved with administrative support processes and practices. Working knowledge of office support hardware and software and document preparation. High school diploma or GED.

ADR ORGANIZATION ISSUES

Provides expert alternative methods to traditional, formal dispute resolution, including mediation, fact-finding, interest-based negotiation, counseling and/or arbitration for broader organizational issues. All are designed to resolve disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution. Has expert experience in understanding and resolving organizational disputes. May be called upon to provide expert assistance to the agency in establishing a neutral method of dispute resolution and administrative review. May act as an ombudsperson, mediator, counselor, fact-finder and/or other facilitative resource at informal resolution sessions. Reviews cases, applications, files, records, etc., to determine action to be taken. Provides expert and thorough knowledge of appropriate laws, rules, regulations, policies and procedures in advising employees and agency officials.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth ADR experience performing the above mentioned types of functions. An additional four years of directly related Federal ADR or similar experience may be substituted for the Bachelor's degree.

FINAL AGENCY DECISIONS

Conducts a thorough analysis and review of investigative reports and administrative files. Drafts Final Agency Decision (FAD) based on the merits of each individual case and utilizes applicable case law and the appropriate theory of discrimination. The FAD is written in accordance with the agency's statement of work and may include a procedural chronology, factual background, applicable law, analysis and findings, and reach a conclusion as to whether discrimination occurred.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth FAD experience performing the foregoing types of functions. An additional four years of directly related Federal FAD or similar experience may be substituted for the Bachelor's degree.

PRE-RETIREMENT SEMINARS

Assists clients in preparing employees for transition to retirement by delivering on- or off-the shelf seminars related to retirement under CSRS, FERS, and other retirement systems. Courses include:

<ul style="list-style-type: none">• Careers in Retirement• Career Transition and Continuation• Retirement Early in Your Career – Getting Started	<ul style="list-style-type: none">• Retirement – Mid-Career Planning• Retirement – Late Career Pre-Retirement• Retirement - Non-Financial Late Career Planning
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All courses can be customized in terms of length and focus on various aspects of retirement. Many classes include a segment on financial planning.



These and additional courses can also be viewed on our course catalog at www.rgsinc.com

Qualifications for Trainer: A Bachelor's degree and five to ten years of Federal experience related to administration of retirement program. Must have three to five years of experience in teaching retirement classes. An additional three years of related experienced in the public or private sector may be substituted for the Bachelor's degree.

HUMAN RESOURCES AND LABOR-MANAGEMENT RELATIONS TRAINING

Assists clients in providing their workforce with pertinent skills by delivering on- or off - the shelf training courses related to the broad fields of human relations, to include labor-management relations. Courses include:

Human Resources Management Skills

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| <ul style="list-style-type: none">• Basic Pay Setting Workshops• Basic Staffing and Placement• Interviewing Techniques for Supervisors | <ul style="list-style-type: none">• Recruitment and Staffing for Supervisors• Qualifications and Analysis• Reduction-in-Force for Supervisors• Fair Labor Standards Act (FLSA) |
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Labor Management Relations Skills

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| <ul style="list-style-type: none">• Basic Labor Relations• Employee and Labor Relations Seminar for Managers and Supervisors• Interest Based Bargaining• Introduction to Labor Relations for HR Staff• Supervising Employees in Bargaining Units | <ul style="list-style-type: none">• Negotiating Federal Sector Collective Bargaining Agreements• Negotiations Workshop• Negotiations Workshop for Supervisors• Effective Negotiations: Win-Win Strategies |
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Employee Relations Skills

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| <ul style="list-style-type: none">• 360 Degree Assessments• Conducting Performance Appraisals• Effective Performance Managements• Employee Performance and Conduct Problems• Introduction to Employee Relations for HR Staff• TAPES: Fundamentals of Performance Management and Developing Performance Standards (Army) | <ul style="list-style-type: none">• The Principle of Pay for Performance• Beyond Performance Ratings• Fearless Feedback• Dealing with Difficult People• Conducting Administrative Investigations• Creating Exceptional Employee Relationships: Improving Organizational Performance• Family and Medical Leave Act (FMLA) |
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Specialty Skills

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| <ul style="list-style-type: none">• Myers-Briggs Type Indicator (MBT) and MBTI Applications• Navigating Change | <ul style="list-style-type: none">• Change and the Impact on You• Professional Development for Administrative Staff |
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| <ul style="list-style-type: none">• Customer Service• Time Management | <ul style="list-style-type: none">• Consulting Skills for HR Managers• Mentoring for Success• Coaching and Motivating for Success |
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Leadership Development

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| <ul style="list-style-type: none">• Leadership• Leadership Training for Non-Supervisors• Leadership: 10 Demandments for Exceptional Outcomes• Leadership: Critical Decision Making for Leaders | <ul style="list-style-type: none">• Leadership: Talent Management: How to Identify Develop and Retain High Potential Leaders• Leadership: Restoring Trust in Leadership During Change |
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INTERPERSONAL (SOFT) SKILLS

Conflict Resolution Skills

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| <ul style="list-style-type: none">• How to Mediate Employee Conflict• How to Resolve Conflict with Others | <ul style="list-style-type: none">• Conflict Management for Supervisors• Successfully Dealing with Conflict |
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Team Building Skills

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| <ul style="list-style-type: none">• Achieving Great Team Results• Building High Performing Team• Coaching a Winning Team | <ul style="list-style-type: none">• Pathway to High Performance Teams• Team Building for Leaders |
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Problem Solving Skills

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| <ul style="list-style-type: none">• Problem Solving Processes and Techniques• Business Writing Seminar | <ul style="list-style-type: none">• Communicating and Listening for Impact• Fast Track Teams: Rapid Resolution to Organizational Issues |
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Communication Skills

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| <ul style="list-style-type: none">• Business Writing Seminar• Interpersonal Communications• Communicating and Listening for Impact | <ul style="list-style-type: none">• Effective Negotiations: Win-Win Strategies• Giving Great Presentations• Improving Your Writing Skills Position |
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These and additional courses can also be viewed on our course catalog at www.rgsinc.com.

Qualifications for Trainer: A Bachelor's degree and five to ten years of Federal experience related to administration of retirement program. Must have three to five years of experience in teaching the subject matter in question. An additional three years of related experienced in the public or private sector may be substituted for the Bachelor's degree.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) TRAINING

Assists clients in providing the workforce with pertinent EEO related skills by delivering



on- or off-the shelf training courses related to EEO rules, regulations, and responsibilities. Courses include:

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| <ul style="list-style-type: none">• EEO for Supervisors and Managers• EEO overviews for employees and executives | <ul style="list-style-type: none">• Avoiding sexual harassment in the workplace and similar topics |
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These and additional courses can also be viewed on our course catalog at www.rgsinc.com.

Qualifications for Trainer: A Bachelor's degree and three to five years of human resources or EEO experience involving advising or training supervisors on EEO laws and regulations. An additional three years of related experienced in the public or private sector may be substituted for the Bachelor's degree.